

## ABSTRACT

The present invention enables automatic creation of filing folders, without requiring a user to create filing folders, before an operation of reading documents by use of a scanner and filing them. A folder configuration including folders for storing receipt data is created on mail software. A folder configuration analysis section obtains and analyzes the folder configuration (or data management configuration) of the mail software. A folder configuration comparison/creation section creates in a file system a folder configuration identical to the analyzed folder configuration, and performs file management. With this configuration, a user can execute filing processing for the folder configuration which is identical to the folder configuration on the mail software, which the user is accustomed to using. Therefore, the user can store files in proper folders without confusion.